



DEPARTMENT OF PUBLIC SAFETY POLICIES & PROCEDURES



POLICY NUMBER	
TRG: 04	
EFFECTIVE DATE: 05/12/2012	ORIGINAL ISSUED ON: 08/09/2007
SUBJECT: STATE POLICE TRAINING	REVISION NO: 3

1.0 PURPOSE

The purpose of this policy is to outline training guidelines for the State Police Training Bureau as well as the department as a whole.

2.0 POLICY

It is the policy of the New Mexico State Police to carry out the training objectives of the New Mexico Law Enforcement Academy, through operation of a satellite law enforcement academy, as well as conducting ongoing in-service and other training for State Police officers.

3.0 APPLICABILITY

This policy applies to all employees of the New Mexico State Police.

4.0 REFERENCES

- A. New Mexico State Police Field Training and Evaluation Program Manual
- B. CALEA Chapter 33 – Training and Career Development

5.0 DEFINITIONS

- A. DPS – Department of Public Safety
- B. FTEP – Field Training and Evaluation Program
- C. NMLEA – New Mexico Law Enforcement Academy
- D. NMSP – New Mexico State Police

6.0 PROCEDURE

A. Training Academy Administration

1. The Training & Recruiting Bureau shall be staffed with both commissioned and non-commissioned employees at adequate levels to meet the training objectives identified by the Department.
2. The Training & Recruiting Bureau shall develop formal operating and administrative procedures for carrying out its mission. The Bureau shall also develop an orientation handbook which shall be issued to every recruit at the beginning of the State Police Academy. Refer to the attached *New Mexico State Police Academy Administration and Operations Manual* for any details.
3. The State Police Training & Recruiting Bureau is responsible for the following, including but not limited to:

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- a. **NMSP Academy** – consisting of various areas of Law Enforcement; recruits must successfully complete the academy before certification.
- b. **Field Training and Evaluation Program (FTEP)** – Upon completion of the recruit school, newly appointed and lateral or re-integrated officers will participate in an On-the-Job (OTJ) program or Field Training and Evaluation Program (FTEP) where they will apply and demonstrate what they have learned.
 - i. The State Police Training & Recruiting Bureau shall develop and administer the FTEP, to include maintenance and evaluation of all field training and evaluation program documentation.
 - ii. The field training and evaluation program shall be at least fourteen (14) weeks long for newly appointed officers and seven (7) weeks for lateral or re-integrated officers. The FTEP will be designed based on a constant evaluation of those activities encountered by field personnel and shall be continually updated as new information and techniques become available.
 - a. For newly appointed officers, the FTEP will be divided into four (4) cycles totaling fourteen (14) weeks. The first three (3) cycles will each be four (4) weeks in length and the final cycle will last two (2) weeks. Each cycle will build on previous learning and will add additional duties and increased difficulty as the recruit progresses through the program.
 - b. For lateral or re-integrated officers, the FTEP will be divided into three (3) cycles covering a period of seven (7) weeks. Each of the first two (2) cycles will be three (3) weeks in length and the final cycle will last one (1) week. Each cycle will build on previous learning and will add additional duties and increased difficulty as the recruit progresses through the program.
 - iii. The State Police Training & Recruiting Bureau shall develop criteria for the field training and evaluation program to include, but are not limited to, the following:
 - a. FTEP officer selection.
 - b. FTEP officer supervision
 - c. FTEP officer training.
 - d. FTEP officer rotation
 - e. Guidelines for the evaluation of lateral or re-integrated or newly appointed officers by FTEP officers.
 - f. Reporting requirements for FTEP officers.
- c. **In-Service Training** – Planning and development of training programs, including a forty (40) hour in-service training. In service training will be provided to all commissioned personnel annually. This training will include, but not be limited to, legal updates.
- d. **Remedial Training** – Training typically coordinated through the Training & Recruiting Bureau which is designed to enhance an employee's skill set in an area where the employee is lacking. Once a deficiency is identified, it is incumbent upon the agency to assign the employee in question to remedial

Clarification added.

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training as soon as practicable. Once the remedial training is completed, the employee must provide documentation of successful completion to the agency and/or the supervisor who identified the deficiency. The assignment of an employee to remedial training may be accomplished by any one, or a combination of, the following points:

- i. The employee recognizes deficiencies in his/her ability to meet standards in a particular area and requests, through the appropriate chain of command, to attend an agency-sponsored class.
- ii. The immediate supervisor of an employee identifies deficiencies in an employee who fails to meet standards in a particular area and recommends, through the appropriate chain of command, for the employee to be assigned to an agency-sponsored class.
- iii. The employee's commander identifies an employee's failure to meet standards in a particular area and coordinates through the Training & Recruiting Bureau for the employee to attend an agency-sponsored class.
- iv. An employee is assigned by the Office of the Chief to attend remedial training as a result of disciplinary action.
- v. Remedial firearms training shall be conducted pursuant to department policy *ADM: 13 Carrying of Firearms*.

e. Training Committee

- i. Relationship of Training Function to the Training Committee.
 - a. Shall assist in the development and evaluation of training needs for the department.
 - b. Will serve as a central point for Department employees to submit training-related ideas and suggestions.
 - c. The Training Committee will serve as advisory role for the State Police Training & Recruiting Bureau.
- ii. Composition of Training Committee.

The Training Committee will have a chairperson appointed by the Chief of the New Mexico State Police or his/her designee. The committee will be composed of at least one representative from each of the following areas:

- a. Training & Recruiting Bureau
- b. Uniform Bureau
- c. Investigations Bureau
- d. Standards Bureau

- iii. Process for Selecting and Replacing Members of Training Committee.
 - a. The Training Committee representative(s) from each area will be appointed by the commander of their respective bureaus.

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- b. Whenever a representative is promoted, transferred, retires or is otherwise moved from their position, a replacement will be appointed by the affected bureau commander.
- iv. Authority of Training Committee.
 - a. The Training Committee is authorized to assist in the development and evaluation of training needs.
 - b. All committee recommendations will be forwarded to the commander of the Training & Recruiting Bureau for the purpose of training development.
- v. Responsibility of Training Committee.
 - a. The Training Committee will meet once a quarter or as otherwise directed by the Chief of the state police or his/her designee. Any department personnel with a training concern may attend a Training Committee meeting upon approval by the chairperson. Committee members are tasked with making training suggestions utilizing, but not limited to, the following information:
 - 1. Input from or observation of field personnel.
 - 2. Training evaluations (Academy and In-Service).
 - 3. Internal Affairs investigative reports.
 - 4. Use of Force and Pursuit Analysis.
 - 5. Job Task Analysis.
 - 6. Committee representative recommendations.
 - 7. Training requirements mandated by CALEA.
 - 8. Any suggestion or topic requested by the Chief of the New Mexico State Police.
 - b. At the conclusion of all Training Committee meetings, the Training Committee chairperson shall report to the Training & Recruiting Bureau commander or his/her designee, describing any recommendations made.
 - c. The Training & Recruiting Bureau Commander is responsible for evaluating the Training Committee's recommendations. He/she will then make recommendations to the State Police Chief, or his/her designee, for implementation.
- f. Coordinating advanced training to agency personnel.
- g. Maintaining and updating department employee training files following attendance of training.
- h. Identifying agency Training & Recruiting needs and developing programs to meet those needs.

B. Training & Recruiting Bureau Operational Aspects

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1. Lesson Plans
 - a. The State Police Training & Recruiting Bureau shall review and approve all lesson plans for training sponsored by the State Police Academy.
 - b. The lesson plans shall be required to describe the following, including but not limited to:
 - i. Course content and specifications of the appropriate instructional technique.
 - ii. A statement of objectives and performance goals of the particular training.
 - iii. Identification of any tests to be administered for the training.
 - c. Process for Lesson Plan Approval
 - i. Instructors provide the State Police Training & Recruiting Bureau a copy of their lesson plan for approval at least two (2) weeks prior to the date of the training.
 - ii. The Training & Recruiting Bureau evaluates the lesson plans and either approves or disapproves. If disapproved, the Training & Recruiting Bureau provides feedback for improvement.
 - iii. The approved/disapproved lesson plan is returned to the requesting person.
2. Instructors

All full-time instructors assigned to the State Police Training & Recruiting Bureau shall receive training in the following:

 - a. Instructor development.
 - b. Lesson plan development.
 - c. Performance objective development.
 - d. Instructional techniques.
 - e. Testing and evaluation techniques.
 - f. Resource availability and use.
 - g. All instructors conducting training shall utilize an attendance roster to record the attendance of all attendees for all courses.
 - h. All instructors shall be certified through the New Mexico Law Enforcement Academy to teach in the area of instruction they are providing.
3. Training & Recruiting Record keeping
 - a. The Training & Recruiting Bureau shall update the training files of employees following their participation in recognized training programs.
 - b. The Training & Recruiting Bureau shall maintain records of each training class it conducts, to include at a minimum:

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- i. Course content (lesson plans).
- ii. Names of agency attendees.
- iii. Performance of individual attendees as measured by tests, if given.
- 4. State Police Recruit Training Program

The State Police recruit training program shall include, but is not limited to:

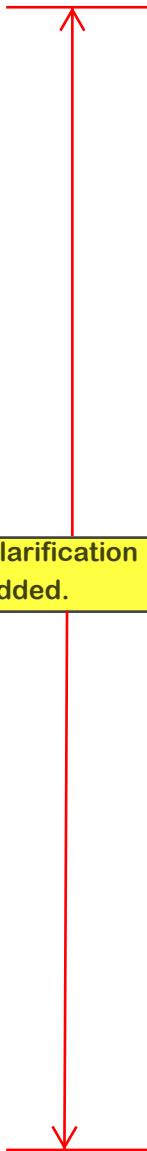
- a. A curriculum based on the tasks most frequently performed by officers who complete the recruit training.
- b. Evaluation techniques designed to measure competency in the required skills, knowledge and abilities of recruits.
- c. All New Mexico State Police officers are required to complete the recruit training program prior to assignment in any capacity in which the officer is allowed to carry a weapon or is in a position to make an arrest. Upon assignment, a lateral or re-integrated or newly appointed officer will participate in a Field Training and Evaluation Program (FTEP).

- 5. State Police Field Training and Evaluation Program (FTEP)

The State Police shall establish a field training and evaluation program for all lateral or re-integrated and newly appointed officers with a curriculum based on the tasks most frequently performed as well as evaluating how they apply and demonstrate what they have learned. The FTEP will be managed by current State Police Officers utilizing the guidelines outlined below.

- a. FTEP officers will have at least four (4) weeks of field training, during and/or after required classroom training.
- b. The following selection process will be utilized to identify potential FTEP officers.
 - i. Officers interested in being Field Training officers will submit an IDC with their request to the State Police Training & Recruiting Bureau.
 - ii. Along with their IDC, the officer will have his district commander supply documentation indicating their support of their request to be a FTEP officer.
 - iii. Supporting documentation can include evaluations, IDC's, reports; anything that will support the Commanders recommendation.
 - iv. The Training & Recruiting Bureau commander will have the final decision as to whether the officer is accepted into the field training and evaluation program.
 - v. Upon selection as an FTEP officer, each officer will be required to take the mandatory eight (8) hour FTEP class.
- c. Supervision of FTEP officers.
 - i. FTEP officers will be supervised by first-line supervisors in the district in which they are assigned.

**Clarification
added.**



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- ii. Should the district first-line supervisor detect any type of deficiency in regards to the FTEP officer, they will have authorization to take appropriate action to remedy the situation, up to and requesting removal from the FTEP.
- iii. Training-related deficiencies in regards to the FTEP officer shall be reported to the Training & Recruiting Bureau as soon as practical.

d. Liaison with the Training & Recruiting Bureau;

- i. The FTEP officer will complete Daily Observation Reports (DORs) on the recruit officer and forward them to the Training & Recruiting Bureau for review.
- ii. The Training & Recruiting Bureau will review the DORs on a weekly basis. In the event the Training & Recruiting Bureau discovers deficiencies in either the FTEP officer or recruit officer, they will contact the district commander, or his/her designee, in order to correct the deficiencies.
- iii. FTEP Officers are encouraged to maintain contact with the Training & Recruiting Bureau.

e. Updated and in-service training of field training officers;

- i. FTEP Officers shall receive updated training when first assigned as FTEP Officers. This training shall include, but is not limited to:
 - a. Instruction on how to complete DORs;
 - b. Instruction on how to evaluate and document recruit officer activity in a consistent manner;
 - c. Instruction on communication with the Training & Recruiting Bureau to help facilitate uniform and consistent information sharing; and
 - d. Instruction on new law enforcement related legal updates.
- ii. FTEP Officers who have not been used for field training and evaluation purposes for one year, shall receive FTEP Officer-related in-service training prior to resuming the duties of training and evaluating recruit officers.

f. Recruit shift assignments will be rotated amongst FTEP officers in order to allow the lateral or re-integrated or newly appointed officer to gain knowledge and experience of other assignments. It is also encouraged for new officers, when practical, to work in different areas of their districts during their FTEP training.

g. Refer to the State Police Field Training and Evaluation Program Manual for details on the guidelines for the evaluation of the newly commissioned officers by FTEP officers.

h. Refer to the State Police Field Training and Evaluation Program Manual for details on reporting responsibilities of FTEP officers.

Clarification added.

C. Employee Training Assignments

1. Department employees, who are assigned to attend training, whether at the State Police Academy or elsewhere, are expected to attend the training, unless otherwise excused by the employee's supervisor.

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2. Should an employee be unable to attend the training, the employee or his/her supervisor shall alert the training staff conducting the training. If feasible, a replacement employee may be scheduled at the discretion of the training staff.

D. Accreditation-Related Training

1. The State Police Research & Development Section of the Standards Bureau is tasked with providing agency employees information on the accreditation process as follows:
 - a. To all newly hired agency personnel within thirty (30) days from the date their employment begins or within thirty (30) days of completing the academy training.
 - b. To all agency personnel during the self-assessment phase associated with initial accreditation.
 - c. To all personnel prior to an on-site assessment.
2. The State Police Research & Development Section shall ensure the Accreditation Manager receives specialized accreditation manager training within one (1) year of being appointed to the position.

E. Civilian Training

1. Immediate supervisors shall provide all newly appointed civilian personnel the following information no later than ten (10) days from the date of hire. Supervisors shall complete an Intra-Departmental Correspondence (IDC) documenting the information provided and a copy of the IDC shall be maintained in a file at the district/bureau. A copy of the IDC shall be forwarded to the Research & Development Section within five (5) days of completion:
 - a. The agency's role, purpose, goals, policies and procedures.
 - b. Working conditions and regulations.
 - c. Responsibilities and rights of employees.
2. Civilian employees in the following positions require pre-service and/or in-service training:
 - a. Telecommunications personnel.
 - b. Terminal Agency Coordinator (TAC).
 - c. Search & Rescue Coordinator.

F. Career Development Program

1. The State Police encourage all of their employees to advance in their chosen career paths through the use of advanced job-related training and secondary education. Supervisors will assist those under their command with career development activities. This includes, but is not limited to: annual setting of goals, recognizing employee's skills and reviewing officer training and tuition reimbursement requests. The Department will attempt to facilitate employees in improving their skills, knowledge and abilities through advanced training and schooling.

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2. Supervisors are responsible for conducting career development activities for the personnel under their command. Training on how to conduct these activities shall be received as part of all first line supervisor training courses.

G. Training upon Promotion

1. Commissioned personnel promoted to the rank of sergeant shall attend a first line supervisor training course as soon as practical from the time of promotion. The department may assign employees to attend first line supervisor training in anticipation of being promoted.
2. Supervisor training shall be job related to the duties the newly-promoted employee will be performing.
3. Civilian personnel receiving a promotion shall attend required training pursuant to State Personnel Rules and Regulations.

H. Shift Briefing Training

1. Supervisors are encouraged to use innovative techniques to conduct shift briefing training.
2. Shift briefing training can be conducted through presentations being emailed to officers, or being placed on other storage devices, which the officer can access on their computers during the course of a shift of duty.
3. Suggested training topics to be addressed during shift briefing training may include, but are not limited to:
 - a. Legal updates.
 - b. Use of force.
 - c. Interviews and interrogations.
 - d. Pursuits.
 - e. Evaluations.

I. Annual Re-Training Program

1. All commissioned officers of the Department shall complete a documented annual retraining program, including legal updates, as department budget allows.
2. Examples of the annual retraining program include, but are not limited to:
 - a. Advanced training.
 - b. Shift briefing training.
 - c. Firearms training.
 - d. Legal updates provided on periodicals for officers to review and sign-off on, e.g., Law Officer Bulletins.

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3. These types of training are mandatory, must be completed and (other than advanced training) must be documented and maintained in the officer's district personnel file.

J. Department Positions Requiring Specialized Training

Refer to the attached manual describing those commissioned positions within the department requiring specialized training and re-training. Refer to specific recognized specialty teams policies for information on the training required for these positions.

7.0 ATTACHMENTS

- A. State Police Commissioned Positions Requiring Specialized Training Manual**
- B. New Mexico State Police Academy Administration and Operations Manual**

8.0 APPROVAL

APPROVED BY: _____ s/ Gorden E. Eden Jr. _____ DATE: May 12, 2012
DPS Cabinet Secretary